

**JOB DESCRIPTION**

**JOB TITLE: Cover Supervisor (Term time only)**

**REPORTING TO: Director of Teaching and Learning**

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This role will actively deliver lessons across the whole curriculum, and year groups, in the absence of a classroom teacher.  In some lessons, this may include interacting with students who are learning remotely. In periods where cover is not required the Cover Supervisor must be prepared to undertake other tasks such as exam invigilation, break duties, form responsibilities, trip supervision, small group intervention, administration and general support.

**KEY FUNCTIONS**

* Delivering prepared work to whole classes including remote learners while subject teachers are absent
* Where possible, liaising with the subject teacher/Head of Department regarding set work to ensure high standards of teaching and learning are maintained
* Dealing with challenging behaviour in the classroom in line with whole school policy and procedure, ensuring a constructive learning environment and reporting any concerns to the relevant subject teacher and Head of Year.
* Making sure all students are engaged in their learning and on track to meeting the lesson objectives
* Supporting students with specific learning needs to ensure that they can respond to the work set
* Supporting students who are struggling with the work set and responding to questions and requests for help from students
* Registering students according to school protocol and procedures
* Collecting completed work and reporting progress to relevant members of staff as appropriate

**GENERAL RESPONSIBILITIES**

* Undertaking form tutor responsibilities where necessary
* Actively participating in the co-curricular life of the school
* Supporting pupils according to their educational needs
* Providing a stimulating environment for learning to take place
* Maintaining good order and discipline among students
* Undertaking supervision duties as required by the Senior Leadership Team
* Providing pastoral care and guidance to students as appropriate
* Participating in staff meetings and discussions as required by the Senior Leadership Team
* Undertaking INSET as part of the school’s development plan
* Acting at all times as a professional member of staff

**PERSON SPECIFICATION**

*Essential Criteria*

* Recent and appropriate experience of working with Key Stage 3 and 4 students in the classroom
* Appropriate qualification/experience including GCSE English and Maths at Grade C+
* Inspired by the school’s mission and aim, and a commitment to vigorously promote and model the behaviours and values expected of others
* Collaborative working practices developed and demonstrable
* The ability to use ICT to a high standard within the classroom context
* Ability to be flexible and respond to changing needs during any school day
* Ability to work under pressure
* Excellent organisation skills with the proven ability to implement and see things through to completion
* Excellent communication skills, both written and verbal
* An empathy and understanding of Independent Schools
* An understanding of the School’s Methodist tradition
* A clear enhanced DBS disclosure

*Desirable Criteria*

* Recent and appropriate experience of working with Key Stage 5 students in the classroom

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date prepared: October 2020**

**Prepared by: Director of Teaching and Learning**